



City of Saint Charles Employment Opportunity

Job Title	Dispatcher
Department	Police Department
Posting Date	February 17, 2010
Closing Date for Resumes/Applications	Preferred by March 17, 2010. Posting will remain open until the position is filled
Grade Level & Starting Pay	Grade L, \$18.72 hourly
Exempt/Non-exempt	Non-Exempt
Status	Full-time

The City of Saint Charles Police Department is recruiting for a full-time Police Communication Specialist (Dispatcher). Successful applicants will work in a fast paced, stressful work environment that is very demanding and must be able to maintain focus despite many interruptions. Dispatchers work under the supervision of the Lead Dispatchers on each of the three shifts and the Lieutenant in charge of Communications.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned. The successful applicants will:

- Answer emergency calls from the public, gather incident information and dispatch Police.
- Prioritize calls and maintain telephone contacts with callers during dangerous, tense, and emotional situations.
- Track status of police personnel for availability and location for dispatch to emergency calls.
- Monitor communications from other agencies for information to pass-on to units in the field.
- Activate warning sirens and issue warnings to emergency personnel.
- Enter and update information regarding stolen articles, vehicles, and missing, abducted, wanted persons and runaway juveniles in computer databases and advise officers in the field.
- Relay information to other law enforcement agencies as required.
- Dispatch additional personnel as required during emergencies and special assignments.
- Update computer-aided dispatch information and relay information to officers as required.
- Answer and refer calls from the public requesting information.
- Maintain files for wanted persons, stolen articles/vehicles, missing persons.

Minimum Training and Experience Required to Perform Essential Job Functions

High School diploma or equivalent, two years responsible experience working in a high stress public safety or public service organization, previous dispatching experience preferred, key board skills, ability to communicate clearly and effectively via radio, or any combination of education and experience that provides equivalent knowledge, skills, and abilities. Rapid data entry and memorization of job specific codes will be required. The successful applicants will be subject to a detailed background investigation and polygraph screening.

Contact Information

Interested applicants should submit a resume or application to: The City of Saint Charles Human Resources Department, Suite 301, 200 North Second Street, Saint Charles, MO 63301. Hours of operation are Monday through Friday 8:00 am to 5:00 pm.

Employment applications can also be downloaded from the City's website and faxed to Human Resources at 636-940-4606. Website address for the employment application is: www.stcharlescitemo.gov

To assure consideration, applications should be received by 5:00 pm on March 17, 2010. Applications received after this date will be considered in order to increase the number of qualified applicants. Posting will remain open until the position is filled.

The City of Saint Charles is an Equal Opportunity Employer M/F/D/V